

9/11/14

From: [Leah Hollander, Director, HQ Human Resources Management Division](#)

Subject: Religious Observances and Holidays

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This HR Message is being delivered to you via HRMES On Behalf Of: Leah Hollander, Director, HQ Human Resources Management Division

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The approaching months have many diverse religious observances and holidays. The NASA Headquarters' policy allows employees wishing to attend such observances to be absent from work. Our commitment to religious accommodations is important to employees and demonstrates sensitivity to religious needs and employee work/life balance. Employees are permitted to use annual leave, unpaid leave, earned credit hours, or earned compensatory time to participate in religious observances, providing their absence does not interfere with the organization's mission. Administrative leave/excused leave is not appropriate. Work schedule adjustments for religious observances may also be approved for employees (i.e., a temporary change from a regular tour of duty to a compressed work schedule (5-4/9).

Employees may earn religious compensatory time (RCTE) before or after using religious compensatory time (RCTU). Religious compensatory time is not subject to the aggregate statutory bi-weekly limitation imposed upon overtime and other forms of premium pay.

For further guidance regarding authorization of religious compensatory time, work schedule adjustment, or WebTADS questions contact Angela McDonald at (202) 358-0485 or via email at [Angela.McDonald-1@nasa.gov](mailto:Angela.McDonald-1@nasa.gov).